

Department of the Army
Pamphlet 600–8–21

Personnel—General

Soldier Applications Program

Headquarters
Department of the Army
Washington, DC
28 July 1995

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 600-8-21

Soldier Applications Program

This change 1 --

- o Authorizes bound (write-in) changes for the Soldier Applications Program.
- o Authorizes the use of a new DA Form 4187-1-R (Personnel Action Form Addendum) to be used in conjunction with the revised DA Form 4187 (Personnel Action) when action must be forwarded to the next level of command for further processing. A sample of DA Form 4187 is shown in figure 2-2.
- o Makes other administrative changes.

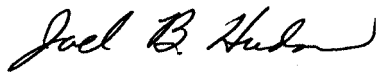
Personnel—General

Soldier Applications Program

By Order of the Secretary of the Army:

DENNIS J. REIMER
General, United States Army
Chief of Staff

Official:


JOEL B. HUDSON
Acting Administrative Assistant to the
Secretary of the Army

History. This publication was originally printed on 20 October 1989. It was authenticated by Carl E. Vuono, Chief of Staff, and William J. Meehan II, The Adjutant General. This electronic publication publishes the basic 1989 edition and incorporates Change 1. Change 1 was printed

on 28 July 1995 and was authenticated by Dennis J. Reimer, Chief of Staff, and Joel B. Hudson, Acting Administrative Assistant to the Secretary of the Army. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This pamphlet explains procedures for processing assignment applications. It describes the publications and forms to use; tells where the paperwork is completed; and provides an alphabetical listing of existing soldier programs.

Applicability. This pamphlet applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. Not applicable

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander, U.S. Army Total Personnel Command, ATTN: TAPC-PDO-PO, Alexandria, VA 22332-0474.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12-09-E, block number 5032, intended for command level B for Active Army, Army National Guard, and U.S. Army Reserve.

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Reproducible Forms

*This pamphlet supersedes DA Pam 600–8–21, 20 October 1989.

RESERVED

Chapter 1 Introduction

Section I Basis for the Program

1-1. Purpose

This pamphlet describes the Soldier Applications Program, a multifunctional program of the Military Personnel System. It—

a. Is linked to AR 600-8 as a part of the Military Personnel System.

b. Provides a guide for personnel in all Army units and personnel offices that process soldier applications.

1-2. References

Required publications are listed in appendix A. Prescribed and referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms

a. Abbreviations

- (1) AG—Adjutant General.
- (2) HQDA—Headquarters, Department of the Army.
- (3) MACOM—major Army command.
- (4) MPD—Military Personnel Division.
- (5) MS3—Manpower Staffing Standards System.
- (6) ODCSPER—Office of the Deputy Chief of Staff for Personnel.
- (7) PSC—Personnel Service Center.
- (8) TACCS—Tactical Army Combat Service Support (CSS) Computer System.
- (9) TAPC—U.S. Total Army Personnel Command.
- (10) TDA—tables of distribution and allowance
- (11) TOE—table(s) of organization and equipment.

b. Term. Workcenter—a clearly defined organizational element that takes action on soldier applications and is recognized by the Manpower Staffing Standards System (MS3) as the basis for manpower requirements.

1-4. Program guidance

The military personnel system, as prescribed in AR 600-8, directs implementation of a special program that will—

- a.* Identify, standardize, streamline, and provide automation tools to support the soldier application process.
- b.* Support the Army's personnel life cycle function of sustainment.

1-5. Manpower resources

The Soldier Application Program is the functional responsibility of designated workcenters within the Military Personnel Division (MPD) and the Personnel Service Center (PSC). Manpower officials will use the 12-month average number of soldiers serviced to determine manpower authorizations.

1-6. Levels of work

Most personnel work performed in the field is done at three primary levels: unit, battalion, and installation (or some equivalent organization in the tactical force). The information in this pamphlet focuses on those levels.

- a.* Unit and battalion-level work is performed at those levels.
- b.* Installation-level work is subdivided into workcenters. This pamphlet designates those workcenters required to perform the work for manpower purposes.

Section II Principles and Standards

1-7. Program support

The Soldier Applications Program is an integral part of the personnel management system. It affects soldier morale and readiness. The application process is supported in garrison by the personnel community.

1-8. The standards of service

a. The Soldier Applications Program—

- (1) Is a peacetime military personnel multifunctional program.
 - (2) Is resources in the tables of distribution and allowances (TDA) linkage.
 - (3) Does not deploy with the tactical force.
 - (4) Is the functional responsibility of designated workcenters.
- b.* The execution of the Soldier Application Program requires coordination with the following military personnel function or multifunctional programs:

- (1) Career Planning and Retiree Support.
- (2) Enlisted Management.
- (3) Enlisted Transfers/Discharges.
- (4) Officer Management.
- (5) Officer Transfers and Discharges.
- (6) Personnel Security Clearances.
- (7) Reassignment.
- (8) Exceptional Family Members Program.
- (9) Personnel Information Program.
- (10) Special Pay Program.

c. Designated military personnel functional proponents support the program managers in executing the program by—

- (1) Ensuring that all application requirements are identified and restructured to satisfy the standards described in this paragraph.
- (2) Ensuring that the information requirements of each application are contained in the task description.
- (3) Including the processing requirements of each application as a task in a functional regulation.

Chapter 2 Soldier Applications

2-1. Program features

The objective of the Soldier Applications Program is to simplify and expedite the processing of applications. It includes the following features:

- a.* Listing personnel applications in alphabetical order, for easier references. (See table 2-1.)
- b.* Automating soldier applications in the Tactical Army Combat Service Support (CSS) Computer System (TACCS).
- c.* Reducing the workload at the battalion level.
- d.* Eliminating unrequired forms.

2-2. Forms used

a. Unless directed otherwise, all applications will be submitted on DA Form 4187-E (Personnel Action) which TACCS produces using the automated operating procedures. A copy of the Privacy Act Statement will be handed to the soldier when the Form is signed. Units that do not have access to a TACCS terminal will submit applications using the existing DA Form 4187 (Personnel Action). Figures 2-1 and 2-2 show examples of the completed forms.

b. DA Form 4187-1-R (Personnel Action Form Addendum) may be used to endorse the DA Form 4187 (Personnel Action) to the next level of command for further processing. This Form may be typewritten, completed by electronic means, or legibly handwritten. The DA Form 4187-1-R will be locally reproduced on 8 1/2 - by 11-inch paper. A copy of the Form for reproduction purposes is located at the back of this pamphlet. An electronically-generated DA Form 4187-1-R must contain all data elements and follow the exact format of the existing reproduced Form. The Form number of the electronically-generated Form will be shown as DA Form 4187-1-R-E, and the date will be the same as shown on the current edition of the Form.

2-3. Task, rules, and steps

a. The work associated with executing formal work processes required by Headquarters, Department of the Army (HQDA) in the

field is structured work. Policy proponents set the objectives requiring structured work. Functional proponents have established and defined how the work will be done using the following structure:

(1) *Task*. The major level of subdivision below the subfunctions. It is the manner in which HQDA expects structured work to be performed in the field.

(2) *Rule*. The guideline for performing a specific task. Rules are associated with specific tasks and are maintained by the functional proponent.

(3) *Step*. The sequential subdivision of a task from beginning to end.

b. Prescribed regulations contain the task, rules, and steps at the end of each subfunction to guide the reader through the application process. This pamphlet refers the reader to the prescribing regulation.

2-4. Processing applications

a. This pamphlet lists the primary regulation for each selected application in table 2-1. Contained within that regulation will be the specific task, rules, and steps to be followed.

b. The application process begins with the soldier's request and ends when the soldier is notified of approval or disapproval. The life cycle of the application must be monitored by the personnel activity

to ensure that the best interest of the soldier and the Army are served.

c. To process an application, the soldier first notifies the commander of his or her intentions. The soldier is then referred to the battalion S-1, which will assist them in verifying the eligibility criteria prior to initiating the DA Form 4187.

d. If personnel specialists determine that the soldier is eligible, then they will prepare the DA Form 4187 or other appropriate forms and forward them through the chain of command to the approving authority for consideration. If the soldier is not eligible for a specific program, they will be informed and advised as to what actions to take to qualify.

e. The Military Personnel Division (MPD) workcenter and the battalion S-1 will monitor the progress of the application until it is completed.

2-5. How to use the listing

When processing an application, the user locates the program desired in the listing provided in table 2-1. The programs are listed alphabetically for easy access. Within each program are also identified primary regulations, forms used, and the workcenter where the work will actually be done. The user must refer to the regulation(s) to understand the program and determine the eligibility.

Table 2-1
List of soldier applications

Applications	Primary references	Forms used	Workcenters
Airborne Training	AR 614-110 AR 614-200	DA Form 705 DA Form 2446 DA Form 3444 Series DA Form 4187 DA Form 4187-E SF 88	BN S1 Soldiers actions
Army Bands Career Program	AR 220-90 AR 614-200	DA Form 1633-R DA Form 2446 DA Form 4187 DA Form 4187-E	BN S1 Soldiers actions
Branch Transfer (officer request for)	AR 614-100	DA Form 4187 DA Form 4187-E	BN S1 Soldiers actions
Certain Organizations and Agencies (assignment to)	AR 614-200	DA Form 4187 DA Form 4187-E DA Form 258 DD Form 398 DD Form 398-2	BN S1 Soldiers actions
Change Name, Date of Birth, and Social Security Account Number	AR 600-2	DA Form 4187 DA Form 4037 DA Form 4187 DA Form 4187-E DD Form 4 series DD Form 93 SSA Form 5 SSA Form OAAN-7003 VA Form 29-8286 Unnumbered Post Card (SSA)	BN S1 Customer Service
Command Sponsorship (request for)	AR 614-30	DA Form 4187 DA Form 4187-E DD Form 93	BN S1 Strength Management
Compassionate Reassignment	AR 614-6 AR 614-30 AR 614-100 AR 614-200	DA Form 31 DA Form 483 DA Form 3739 DA Form 4187 DA Form 4187-E	BN S1 Soldiers actions
Conscientious Objection	AR 600-43	DA Form 4187 DA Form 4187-E	BN S1 Soldiers actions
Correction of Military Records	AR 15-185	DA Form 149	BN S1

Table 2-1
List of soldier applications—Continued

Applications	Primary references	Forms used	Workcenters
			Officer/Enlisted Records
Dependent Identification Card (application for)	AR 640-3	DA Form 4037 DD Form 93 DD Form 1172 DD Form 1173	BN S1 Identification Cards and Tags
Deletion, Deferment or Early Arrival (request for)	AR 614-6 AR 614-30 AR 614-100 DA Pam 600-8-10	DA Form 31 DA Form 3739 DD Form 4187 DA Form 4883 DA Form 4991-R DA Form 5117-R DD Form 173	BN S1 Personnel Reassignment
Drill Sergeant Program	AR 614-200	DA Form 2446 DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Enlisted Aids on the Personal Staff of General Officers	AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Enlisted Standby Advisory Board	AR 600-200	DA Form 4187 DA Form 4187-E	BN S1 Promotions
Explosive Ordnance Disposal Career Programs	AR 614-200	DA Form 873 DA Form 2446 DA Form 3180 DA Form 3444 series DA Form 4187 DA Form 4187-E DD Form 1610 DD Form 1879	BN S1 Soldier actions
Exceptional Family Member Program	AR 600-75	DA Form 209 DA Form 4036-R DA Form 4787 DA Form 4787-1 DA Form 5288 DA Form 5291 series	BN S1 Personnel Reassignment
Exchange Assignments	AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Strength Management
Extension of Active Service (officer)	AR 135-215	DA Form 4187 DA Form 4187-E memorandum format	BN S1 Soldier actions
Instructors at Uniformed Service Schools (assignment as)	AR 614-200	DA Form 2446 DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Intelligence Career Program	AR 601-210 AR 614-200 AR 140-192	DA Form 873 DA Form 1811 DA Form 2446 DA Form 2748-R DA Form 3180 DA Form 3286-3 DA Form 3881 DA Form 4037 DA Form 4187 DA Form 4187-E DD Form 4 series DD Form 398 DD Form 398-2 DD Form 1610 DD Form 1879 DD Form 1966 DD Form 2221 FD 258 SF 88 SF 93	BN S1 Soldier actions
Language Training	AR 611-6	DA Form 3180 DA Form 3444 series DA Form 4187	BN S1 Soldier actions

Table 2-1
List of soldier applications—Continued

Applications	Primary references	Forms used	Workcenters
		DA Form 4187-E DA Form 1610	
Logistician (officer application for)	DA Pam 600-3	letter request	BN S1 Soldier actions
Leave Emergency (request for)	AR 630-5	DA Form 31	BN S1
Leave Outside Continental United States (request for)	AR 630-5	DA Form 31 DA Form 4187 DA Form 4187-E	Soldier actions BN S1 Soldier actions
Married Army Couples Program (enrollment)	AR 614-100 AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Married Army Couples (reassignment)	AR 614-100 AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Military Identification Card (application for)	AR 640-3	DA Form 428 DA Form 2A DA Form 1934	BN S1 Identification cards and tags
Noncommissioned Officers Logistics Program	AR 614-200	DA Form 145 DA Form 1058-R DA Form 2446 DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Officers Candidate School (application for)	AR 351-5	DA Form 61 DA Form 483 DA Form 705 DA Form 4037 DA Form 4187 DA Form 4187-E DA Form 4322-R DA Form 5339-R DA Form 6283 SF 88 SF 93 DD Form 785	BN S1 Soldier actions
Overseas Service (volunteering for)	AR 614-30	DA Form 483 DA Form 4187 DA Form 4187-E	BN S1 HQDA
Overseas Tour (change of)	AR 614-30	DA Form 4187 DA Form 4187-E DD Form 93	BN S1 Strength Management
Overseas Tour (extension of)	AR 614-30	DA Form 4187 DA Form 4187-E	BN S1 Strength Management
Permissive Reassignment (officer)	AR 614-100	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Promotion Point Adjustment (request for)	AR 600-200	DA Form 4187 DA Form 4187-E DA Form 3355	BN S1 Promotions
Promotion Reevaluation (request for)	AR 600-200	DA Form 4187 DA Form 4187-E DA Form 3355	BN S1 Promotions
Regular Army Appointment (officer request for)	AR 601-100	DA Form 61 DA Form 483 DA Form 4187 DA Form 4187-E SF 88 SF 93 DA Form 398	BN S1 Soldier actions
Ranger Training	AR 614-200 DA Pam 351-4	DA Form 705 DA Form 2446 DA Form 3349 DA Form 3444 series DA Form 4187 DA Form 4187-E	BN S1 Soldier actions

Table 2-1
List of soldier applications—Continued

Applications	Primary references	Forms used	Workcenters
		SF 88	
Reassignment (request for)	AR 614-6 AR 614-30 AR 614-100 AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Reclassification of Military Occupational Specialty (request for)	AR 600-200 AR 611-201 AR 614-200	DA Form 2446 DA Form 3349 DA Form 4187 DA Form 4187-E DD Form 1610	BN S1 Strength Management
Recruiting Duty (volunteering for)	AR 601-1	DA Form 4187 DA Form 4187-E DA Form 5425-R DA Form 5426-R DD Form 5427-R	BN S1 Soldier actions
Remission or Cancellation of Indebtedness	AR 600-4	DA Form 4187 DA Form 4187-E DA Form 3508-R	BN S1 Installation Finance and accounting office
Retirement (request for)	AR 635-10 AR 635-100 AR 635-200	DA Form 2339 memorandum format	BN S1 Soldier actions
Reserve Officer Training Corps/Reserve Component Duty	AR 614-200	DA Form 483 DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Reserve Officer Training Corps Scholarship	AR 145-1	The 'Scholarship Application for Enlisted Personnel' packet available at the local Education Center	BN S1 Soldier actions
Service Schools (attendance at)	AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Sole Surviving Son or Daughter	AR 614-100 AR 614-200	DA Form 2446 DA Form 4037 DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Special Forces Training	AR 614-162 AR 614-200	DA Form 201 DA Form 2446 DA Form 3180 DA Form 3444 series DA Form 4187 DA Form 4187-E DA Form 3349	BN S1 Soldier actions
Stabilization (request for)	AR 614-5	DA Form 4187 DA Form 4187-E	BN S1 Strength Management
Technical Escort Training	AR 614-200	DA Form 4187 DA Form 4187-E	BN S1 Soldier actions
Training at Civilian Educational Institutions or with Industry (officer)	AR 621-1	DA Form 1618-R	BN S1 Soldier actions
United States Military Entrance Processing Command (assignment to)	AR 614-270 AR 614-200	DA Form 2446 DA Form 4187 DA Form 4187-E	BN S1 soldier actions
United States Military Academy Preparatory School and United States Military Academy (application for)	AR 351-12	SF 88 SF 93	BN S1 Soldier actions
Warrant Officer Application/Training	AR 135-100 AR 611-112 DA Pam 600-11	DA Form 61 DA Form 160 DA Form 873 DD Form 398	BN S1 Soldier actions
Warrant Officer Training (aviation)	AR 611-85	DA Form 61	BN S1

Table 2-1
List of soldier applications—Continued

Applications	Primary references	Forms used	Workcenters
		DA Form 160 DA Form 873 DA Form 4187 DA Form 4187-E DA Form 4989-R DA Form 6256 SF 88 SF 93	Soldier actions

PERSONNEL ACTION

For use of this form, see DA PAM 600-8; the proponent agency is PERSCOM.

REQUEST FOR: Recruiting Duty

DATE: 9 December 1988

1. NAME:	SSN:	GRADE:	PMOS/PASSI:	ASI:	LNG:	BR:
SMITH, JOHN J.	111234567	SGT	75B20	OO		

UNIT: 0013TH DET MILITARY POLICE FT CHAFFEEAR78123 UPC1: B49AA

2. THRU: 15TH 2/38TH FT CHAFFEE, AR

3. TO: 15TH PSC FT CHAFFEE, AR

4. Eligibility criteria: Unit/Bn S-1 (WC) responsibility:

a. Flagged? NO

b. Citizenship: A

c. High school graduate or GED with 1 yr college: YES

d. GT Score: 110

e. Age: 25

f. DOR: 771101

g. Military Education: ANCOC

h. BASD: 781201

i. Physical profile: 111111

j. Time on station: 52 months

k. ETS: 891201

l. Soldier meets Height and Weight requirements of AR 600-9? Yes

m. Soldier desires a request for waiver? No

5. REMARKS:

DA Form 5425-R, 5426-R and 5427-R are attached as enclosures.

6. SOLDIER'S SIGNATURE: John J. Smith DATE: 9 Dec 887. COMMANDER'S RECOMMENDATION: Approval X Disapproval 8. CDR/AUTH REPRESENTATIVE:
JOSEPH A. COTTON CPT, MPC9. SIGNATURE: Joseph A. Cotton DATE: 9 Dec 88

*****Personnel Service Center*****

10. Eligibility criteria: Personnel Actions (WC) responsibility:

a. Soldier in receipt of assignment instructions? Yes No Xb. ST score: 100 (Minimum 100) Yes X No (Nonwaiverable)c. Soldier currently assigned to MEPCOM? Yes No Xd. Any record of civilian or military disciplinary action? Yes No X
(check for waiverable criteria)11. TO: Cdr, Total Army Personnel Command, ATTN: TAPC-EPM-A, ALEX, VA 2233112. APPLICATION: Verified X Returned without action (See remarks)REMARKS: 13. PSC OFFICIAL: THOMAS L. RILEY MAJ, AG14. SIGNATURE: Thomas L. Riley DATE: 12 Dec 88DA FORM 4187-E
DEC 823 Inclosure(s)

Figure 2-1. Sample of a completed DA Form 4187-E

PERSONNEL ACTION <small>For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.</small>																																													
DATA REQUIRED BY THE PRIVACY ACT																																													
<small>Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.</small>																																													
THRU: (Include ZIP Code) Cdr, 2/38th Ft. Chaffee, AR 78123	TO: (Include Zip Code) Cdr, 15th PSC Ft. Chaffee, AR 78123	FROM: (Include ZIP Code) COMMANDER 13th MP Det Ft. Chaffee, AR 78123																																											
SECTION I - PERSONAL IDENTIFICATION																																													
NAME (Last, first, MI) SMITH, John J.	GRADE OR RANK/PMOS (Ent only) SGT 75B20	SOCIAL SECURITY NUMBER 111234567																																											
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)																																													
The above member's duty status is changed from _____ _____ to _____ _____ effective _____ hours _____ 19 ____																																													
SECTION III - REQUEST FOR PERSONNEL ACTION																																													
I request the following action:																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">TYPE OF ACTION</th> <th style="width: 50%;">Procedure</th> </tr> </thead> <tbody> <tr><td>Service School (Ent only)</td><td></td></tr> <tr><td>ROTC or Reserve Component Duty</td><td></td></tr> <tr><td>Volunteering For Oversea Service</td><td></td></tr> <tr><td>Ranger Training</td><td></td></tr> <tr><td>Reasgmt Extreme Family Problems</td><td></td></tr> <tr><td>Exchange Reassignment (Ent only)</td><td></td></tr> <tr><td>Airborne Training</td><td></td></tr> <tr><td>Special Forces Training/Assignment</td><td></td></tr> <tr><td>On-the-Job Training (Ent only)</td><td></td></tr> <tr><td>Retesting in Army Personnel Tests</td><td></td></tr> </tbody> </table>	TYPE OF ACTION	Procedure	Service School (Ent only)		ROTC or Reserve Component Duty		Volunteering For Oversea Service		Ranger Training		Reasgmt Extreme Family Problems		Exchange Reassignment (Ent only)		Airborne Training		Special Forces Training/Assignment		On-the-Job Training (Ent only)		Retesting in Army Personnel Tests		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">TYPE OF ACTION</th> <th style="width: 50%;">Procedure</th> </tr> </thead> <tbody> <tr><td>Reassignment Married Army Couples</td><td></td></tr> <tr><td>Reclassification</td><td></td></tr> <tr><td>Officer Candidate School</td><td></td></tr> <tr><td>Assgmt of Pers with Exceptional Family Members</td><td></td></tr> <tr><td>Identification Card</td><td></td></tr> <tr><td>Identification Tags</td><td></td></tr> <tr><td>Separate Rations</td><td></td></tr> <tr><td>Leave - Excess/Advance/Outside CONUS</td><td></td></tr> <tr><td>Change of Name/SSN/DOB</td><td></td></tr> <tr> <td><input checked="" type="checkbox"/> Other (Specify) <i>Recruiting Duty</i></td> <td></td> </tr> </tbody> </table>	TYPE OF ACTION	Procedure	Reassignment Married Army Couples		Reclassification		Officer Candidate School		Assgmt of Pers with Exceptional Family Members		Identification Card		Identification Tags		Separate Rations		Leave - Excess/Advance/Outside CONUS		Change of Name/SSN/DOB		<input checked="" type="checkbox"/> Other (Specify) <i>Recruiting Duty</i>	
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Change of Name/SSN/DOB																																													
<input checked="" type="checkbox"/> Other (Specify) <i>Recruiting Duty</i>																																													
SIGNATURE OF MEMBER (When required) <i>John J. Smith</i>	DATE <i>9 Dec 88</i>																																												
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)																																													
Flagged? No Citizenship: US High school graduate or GED with 1 yr college: Yes GT Score: 110 Age: 25 DOR: 771101 Military Education: ANCOG BASD: 781201 Physical profile: 111111 Time on Station: 52 months ETS: 891201 Soldier meets Height and Weight requirements of AR 600-9? Yes Soldier desires a request for waiver? No DA Forms 4425-R, 5426-R and 5427-R are attached as enclosures.																																													
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL																																													
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -																																													
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> IS APPROVED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS DISAPPROVED																																													
COMMANDER/AUTHORIZED REPRESENTATIVE JOSEPH A. COTTON, CPT, MPC	SIGNATURE <i>Joseph A. Cotton</i>	DATE <i>12 Dec 88</i>																																											

DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

COPY 1

Figure 2-2. Sample of a completed DA Form 4187

Appendix A References

Section I Required Publications

The following required publications are cited in table 2–1.

AR 15–185

Army Board of the Correction of Military Records

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army

AR 135–215

Officer Periods of Service on Active Duty

AR 140–192

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DA Pam 600–3

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DA Pam 600–8–10

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DA Pam 600-11
Warrant Officer Professional Development

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DA Form 4187-1-R
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DA Form 145
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DA Form 160
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DA Form 201
Military Personnel Records Jacket, U.S. Army

DA Form 209
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DA Form 483
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DA Form 873
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DA Form 1058-R
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Army Exceptional Family Member Program Child Development Questionnaire

DA Form 5339-R
OCS Applicant's Evaluation Sheet

DA Form 5425-R
Applicant/Nominee Personal Financial Statement

DA Form 5426-R
Commander's Evaluation

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Commander's Assessment of Recruiter Candidate

DA Form 6256
Alternate Flight Aptitude Selection Test (AFAST) Battery Scoring Worksheet

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PERSONNEL ACTION FORM ADDENDUM

For use of this form see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

1. NAME OF INDIVIDUAL		2. SSN	
3. RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL			
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